



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5100.2A
N33
10 JUN 1999

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.2A

From: Commander, Naval Training Center, Great Lakes

Subj: ASBESTOS CONTROL PROGRAM

Ref: (a) OPNAVINST 5100.23E

Encl: (1) Asbestos Control Guidelines
(2) Presence of Asbestos Notice, NTC GLAKES Form 5100/16

1. Purpose. To publish the Naval Training Center (NTC), Great Lakes policy for effective control and management of Asbestos Containing Material (ACM).
2. Cancellation. NTCGLAKESINST 5100.2. This instruction has been substantially revised and should be reviewed in its entirety.
3. Policy. Management of ACM is essential to the health and safety of all personnel. The provisions of this instruction apply to NTC Great Lakes (Complex²).
4. Background. Asbestos is a naturally occurring mineral-based, fibrous material that possesses high tensile strength, good thermal and electrical insulation properties, and good chemical resistance. Unfortunately, asbestos is also known to be a health hazard. Breathing asbestos fibers can lead to scarring of the lungs, lung cancer, and/or mesothelioma (cancer of the chest lining and abdominal cavity). Health risks increase with the number of fibers inhaled. Symptoms of asbestos exposures and its related diseases might not appear up to ten or more years after exposure.
5. Responsibility
 - a. Chief of Staff for Operations shall appoint an Asbestos Program Manager (APM), in writing, to implement an Asbestos Management Program for NTC, Recruit Training Command, Service School Command, Transient Personnel Unit, and tenant commands.
 - b. Commanding Officers/Officers-in-Charge shall ensure that:

(1) Personnel directly responsible for the collection of ACM and Presumed Asbestos Containing Material (PACM) samples shall meet the accreditation requirements of reference (a).

(2) Asbestos project related documentation is maintained indefinitely.

(3) Contracts/awards contain environmental, industrial hygiene, and safety reviews. Review comments shall be addressed by the accredited asbestos project designer assigned to the project before the start of work.

(4) The NTC Safety Manager (N33) is the primary interface with the Occupational Safety and Health Administration.

c. Commanding Officer, Navy Public Works Center (PWC) shall:

(1) Appoint an APM, in writing, to implement an Asbestos Management Program for buildings and projects under PWC and Resident Officer-in-Charge of Construction's cognizance.

(2) Forward a copy of the Environmental Protection Agency (EPA) Notification for any/all asbestos projects to the NTC Safety Office. If an EPA notice is not required, forward documentation to the NTC Safety Office stating the reason.

(3) Ensure that any/all asbestos projects receive an environmental review in compliance with all federal, state and local requirements, emission standards, and the provisions of reference (a).

(4) Dispose of asbestos materials in approved landfill.

d. Commanding Officer, Naval Hospital (NAVHOSP) shall:

(1) Appoint an APM, in writing, to implement an Asbestos Management Program for buildings under NAVHOSP cognizance.

(2) Provide Industrial Hygiene (IH) and Occupational Health (OH) services to NTC Great Lakes (Complex²).

e. Command Duty Officers shall initiate PWC trouble calls upon notification of an asbestos incident to either ACM or PACM after normal working hours.

10 JUN 1999

f. Building Maintenance Supervisor (BMS) personnel, APMs, IH, and OH shall follow the guidelines of enclosure (1).

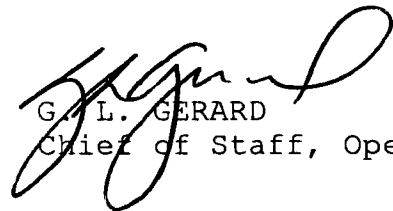
6. Contractor Operations

a. Projects performed by contractors shall comply with 29 CFR 1910, 29 CFR 1926, and Navy specifications for asbestos renovation/demolition projects. Navy personnel shall not issue certificates for contractor operations or authorize contractors the use of government owned equipment/facilities to evaluate ACM/PACM, except where failure to do so would create an extreme emergency and would endanger personnel or property, and may cause an even greater potential for liability. Such cases shall be authorized by the Commander and shall be personally conducted by an accredited asbestos building inspector. Performance of such functions may involve assumption of liability by the Navy in case of an exposure.

b. An asbestos validation survey is required and shall be included in construction awards, before demolition/renovation project award, regardless of contract size or scope. The survey shall be in accordance with NAVFAC ltr 5090 Code 183 of 04 Jan 99. An EPA accredited asbestos project designer shall review all asbestos surveys. The cognizant APM, in addition to other required command reviews, shall also review the survey for the identification of the asbestos hazard impact.

c. Contractor operation requires monitoring by a Navy construction representative who is EPA accredited as an asbestos abatement contractor/supervisor.

7. Forms. NTC GLAKES Form 5100/16, (enclosure (2)), will be provided by the APM.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I, II (Case A), III-A, B, C

ASBESTOS CONTROL GUIDELINES

1. Asbestos Program Manager shall:

a. Develop, write, implement, and update the asbestos Operations and Maintenance (O&M) Plan using Naval Facilities Engineering Services Center (NFESC) No. 70.2-010.1 guidance and in accordance with reference (a), EPA *Managing Asbestos in Place* (Green Book) and *Guidance for Controlling Asbestos-Containing Materials in Buildings* (Purple Book), and 40 CFR 61 Subpart M, National Emissions Standards for Hazardous Air Pollutants Asbestos Regulations. The O&M Plan will remain effective until all ACM/PACM are removed from the building(s) or until the building(s) containing asbestos are demolished.

b. Prepare "Presence of Asbestos" notices, (enclosure (2)). Equivalent is acceptable for posting.

c. Ensure/provide two-hour asbestos awareness training for building managers. Document and maintain training records.

d. Review work plans written for asbestos abatement or O&M work before beginning work activities.

e. Obtain and maintain accreditation as asbestos project designer, NFESC asbestos program manager, and asbestos building inspector/management planner.

f. Inspect facilities to identify, locate, and assess the condition of all suspect friable and non-friable ACM.

2. Industrial Hygienist shall:

a. Implement an Exposure Monitoring Plan for NTC Great Lakes (Complex²).

b. Conduct monitoring, based upon a reported hazard, and/or scheduled abatement, to determine Navy military or civilian employee exposures to airborne fiber levels.

c. Retain original monitoring data sheets, copies of all reports and pertinent documentation indefinitely.

d. Maintain copies of all asbestos related work requests, asbestos sampling results, etc.

e. Keep ACM/PACM floor tile wet while stripping using the least abrasive pad available (usually red). Buffing speed shall be less than 300 RPM. Over stripping will release asbestos fibers.

f. Not clean, patch, remove, or encapsulate ACM by using a working party or any other building personnel. Avoid touching or disturbing surfaces covered with ACM. Do not drill, sand, or abrade ACM/PACM. Ensure ceiling or floor tile, etc., is not removed without prior confirmation by the APM.

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PRESENCE OF ASBESTOS

BUILDING

DATE

Building _____ was built in _____. Asbestos Containing Material (ACM) has been identified in this building. The Operations and Maintenance survey for this building is maintained by the Asbestos Program Manager (APM) at _____. Building records indicate that the predominant types of interior ACM include, but are not limited to:

DOORS

FLOOR COVERING.

INSULATION.

JOINT COMPOUND.

PREFORMED PIPE INSULATION .

WINDOW PUTTY.

OTHER

" _____ " is the condition of ACM in the normally occupied area.

INFORMATION AND GUIDELINES

1. HEALTH ASPECTS. Asbestos is known to be a major health hazard. Breathing asbestos fibers can lead to scarring of the lungs, lung cancer, and/or mesothelioma (cancer of the chest lining and abdominal cavity). Health risks increase with the number of fibers inhaled. Symptoms of asbestos related diseases may not appear until ten to thirty years after exposure.

2. CONDITIONS TO AVOID. DO NOT disturb or cause damage to ACM. Avoid sanding, drilling, grinding, or abrading ACM.

3. SELF-HELP PROJECTS. Before starting self-help project(s), submit, for review by the APM, a plan of project details. This review is in addition to other required command reviews. The NTC APM is Mr. Richard Glanc, Building 3400, Room 230.

4. POSTING. Post this notice on the building's official bulletin board. Report change of Building Manager to the NTC APM.

5. REPORTING. IMMEDIATELY report any evidence of ACM disturbance to

NORMAL DUTY HOURS: BMS

EXT: _____

AFTER DUTY HOURS: Command Duty Officer

EXT: _____

Enclosure (2)



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5100.2A
N33

MAR 21 2000

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.2A CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: ASBESTOS CONTROL PROGRAM

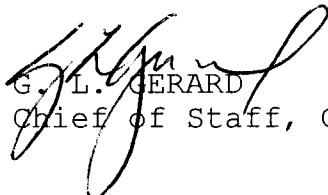
1. Purpose. To issue change 1 to the basic instruction.
2. Action. Replace enclosure (1), Asbestos Control Guidelines, page 3, paragraph e, with the following:

e. Follow the Standard Operating Procedure for "floor maintenance." Floor maintenance is broken down into two (2) operations, stripping and waxing/buffing.

(1) The stripping operation involves the use of equipment that has a speed of less than 300 revolutions per minute (RPM). Keep the ACM/PACM floor tile wet while stripping, using the least abrasive pad available (usually red).

(2) The waxing/buffing operation, involving high-speed (greater than 300 RPM) equipment is permitted, if the wax coating on the floor tile is composed of at least three (3) coats of wax. If the manufacturer specifies a thicker layer, then that manufacturer's instructions must be followed.

(3) In addition, the BMS or other person in charge of these operations must have received a 2-hour Asbestos Awareness training within the last year.


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